MEMORANDUM

TO: Superintendents of Indiana Public Schools
Charter School Administrators
Accredited Nonpublic School Administrators
Freeway School Administrators

FROM: Karla Carr, Assistant Director of Data Collection & Reporting

SUBJECT: Data Collections March 5 – August 29, 2009

DATE: March 6, 2009

Please note the upcoming data collections from March 5 through August 29, 2009 outlined below. The attached document describes each collection in detail.

Accurate and timely data submissions are critical. **When a collection closes, the data are considered final by the state and corrections or additions are not allowed**. Please note the STN calendar, collection schedule and data layouts are available at www.doe.in.gov/stn.

Collection	Activity Date	Access and Instructions
School Calendar for 2009-2010	March 5 – July 11	School Data Collections –**DOE-CL** www.doe.in.gov/data/datacollection.html
HQT Verification	March 5 – March 30	Application Center – www.doe.in.gov/stn
ISTEP Barcode Labels – Grades 3-8 New Students Only	March 12 – March 30	Application Center – www.doe.in.gov/stn
ECA Barcode & Online	March 16 – March 27	Application Center – www.doe.in.gov/stn
Attendance	April 1 – July 10	Application Center – www.doe.in.gov/stn
LEP/ISTEP+	April 27 – May 8	Application Center – www.doe.in.gov/stn
Special Education	April 2 – April 30	Application Center – www.doe.in.gov/stn
Membership	May 1 – May 22	Application Center – www.doe.in.gov/stn
Additional Student Information	May 4 – June 5	Application Center – www.doe.in.gov/stn
Alternative Education	May 1 – July 24	Application Center – www.doe.in.gov/stn
School Board Members	May 1 – August 3	School Data Collections –**DOE-SB** www.doe.in.gov/htmls/education.html
Certification of Instructional Day	June 1 – June 12	School Data Collections –**DOE-CID** www.doe.in.gov/htmls/education.html
Title I	July 6 – September 30	Application Center – www.doe.in.gov/stn
Expulsions and Suspensions	July 1 – September 4	Application Center – www.doe.in.gov/stn
Direct Certification	July 1 – June 30	Application Center – www.doe.in.gov/stn
Master File/School Directory	July 1 – September 11	School Data Collections –**DOE-MF** www.doe.in.gov/htmls/education.html

Please share this information with the Application Center site administrators, student data management administrators, business officials and data transfer administrators in your corporation. If you have questions, please contact 800-527-4931 or 317-234-5276.